

MyTax.DC.gov User Guide: How to Setup Electronic Mail Correspondence - Individual

Follow this step-by-step guide to learn how to setup electronic mail correspondence via MyTax.DC.gov and stop receiving paper correspondence through U.S. postal mail.



Can't find what you're looking for? Enter keywords here to filter.

Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands

Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms

Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

Clean Hands

I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands

Forms

I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information

Quick Links

I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR

Quick Payments

I want to...

- > Pay with Credit/Debit Card

Resources

I want to...

- > Go to OTR Homepage

Submissions

I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation
- > Submit VDA

Tax Law and Guidance

I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices

Taxpayer Advocate

I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español

More...

I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

MyTax.DC.gov User Guide: How to Setup Electronic Mail Correspondence -Individual

TEST, SPOUSE

00002-36640
1001 4TH ST SW
WASHINGTON DC 20024-4517

Welcome, TEST TEST

You last logged in on Monday, Nov 23, 2020 11:58:11 AM

[Manage My Profile](#)



[Summary](#) [Action Center](#) ¹ [Settings](#) [More...](#)

Individual Income Tax

TEST, SPOUSE
1001 4TH ST SW
WASHINGTON DC 20024-4517

Account

100-000055011

Balance

\$5,863.00

[Add access to this account](#)

1. From the [MyTax.DC.gov](https://www.mytax.dc.gov) homepage, log in using your **Username** and **Password**.
2. In the user profile, click the **Settings** tab.

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Summary Action Center ¹ Settings More...

3

<p>TEST, SPOUSE 00002-36640 1001 4TH ST SW WASHINGTON DC 20024-4517</p>	<table border="1"> <tr> <td>Security</td> <td>: Administrator</td> <td rowspan="3" style="text-align: right;">3a</td> <td rowspan="3" style="text-align: right;">Cancel Access</td> </tr> <tr> <td>Mail Delivery</td> <td>: Paper</td> </tr> <tr> <td>Mail Notification</td> <td>: Notify me of new mail</td> </tr> </table>	Security	: Administrator	3a	Cancel Access	Mail Delivery	: Paper	Mail Notification	: Notify me of new mail
Security	: Administrator	3a	Cancel Access						
Mail Delivery	: Paper								
Mail Notification	: Notify me of new mail								

3. The **Settings** page highlights the **Mail Delivery** setting for your tax accounts. The first account listed, will be your logged in account. You can update your mail delivery preference for all accounts in this section.
 - a. Under the **“Mail Delivery”** section, click the **Paper** hyperlink next to your logged in account.

4 Mail Delivery Preference
TEST, SPOUSE
00002-36640

Preference

4a Options

Paper

Email

4b

Cancel Save

4. The **Mail Delivery Preference** page displays. From this page you will be able to set your mail delivery preference. Selecting **Paper** will enable your selected account to receive notices by U.S. postal mail. Selecting **Email** will allow notices to be sent to you electronically.
 - a. In this example, we have selected **Email**.
 - b. Click **Save**.

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WASHINGTON DC 20024-4517

[Cancel Access](#)

Security	: Administrator
Mail Delivery	: Email
Mail Notification	: Notify me of new mail

5. You will be redirected to your **Settings** page where the tax accounts that are subscribed to receive electronic mail correspondence will show an **Email** hyperlink.

How to Opt-Out of Electronic Mail Correspondence Settings in Your Web Profile



1

Username

Password

Log In

Forgot username or password?

New user?

Sign-up for MyTax.DC.gov

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Security : Administrator
Mail Delivery : [Email](#)
Mail Notification : [Notify me of new mail](#)

3a

[Cancel Access](#)

3. In your **Settings** screen, locate the **Mail Delivery** section for your logged in account. This will be the first account listed. The **Mail Delivery** section allows you to manage your paperless subscription for all tax accounts.
 - a. You can **unsubscribe** from receiving paperless correspondence at any time. To disable the electronic mail correspondence feature for all tax accounts, click the **Email** hyperlink next to the logged in account. **Note:** By disabling the **Email** feature you will begin receiving paper correspondence through U.S. postal mail.

4

Mail Delivery Preference

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[Preference](#)

Options

Paper

Email

4b

Cancel
Save

4. The **Mail Delivery Preference** page displays. From this page you will be able to set your mail delivery preference. Selecting **Paper** will enable your accounts to receive notices by **U.S. postal mail**. Selecting **Email** will allow notices to be sent to you **electronically**.

- a. In this example, we have changed our preference from **Email to Paper**.
- b. Click **Save**.

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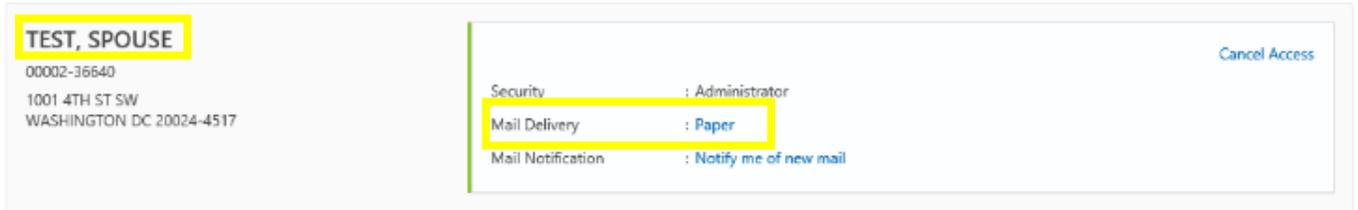
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Security : Administrator
Mail Delivery : Paper
Mail Notification : Notify me of new mail

[Cancel Access](#)

5. You will be redirected to your **Settings** page where the mail delivery preference for each tax account is listed. In this example, all tax accounts have their **Mail Delivery** set to **Paper** and will receive notices by **U.S. postal mail**.